

EKLAVYA MODEL RESIDENTIAL SCHOOL, LAING, ODISHA
TENDER PAPER FOR THE PERIOD 2026-27
STATIONARY

S.No.	Name of Items	SPECIFICATION	Rate Quoted (Rs.)
1	CORRECTION FLUID PEN +B5:D43	KORES	
2	STAMP PAD (BLUE/BLACK/RED)-BIG	FABER-CASTELL	
3	STAMP PAD INK (BLUE/BLACK/RED)	FABER-CASTELL	
4	STAPLER (SMALL)	KANGAROO (G - 10)	
5	STAPLER (BIG)	KANGAROO(HD - 45)	
6	PUNCHING MACHINE (SINGLE)	KANGAROO	
7	DOUBLE PUNCHING MACHINE	KANGAROO(DP-600)	
8	BROWN TAPE (BIG) 60 MTR	WIDTH - 02"	
9	BROWN TAPE (BIG) 60 MTR	WIDTH - 01"	
10	CELLO TAPE (BIG) 60 MTR	WIDTH - 02"	
11	CELLO TAPE (BIG) 60 MTR	WIDTH - 01"	
12	GEMS CLIP PER BOX	O'CLARO	
13	THUMB PIN FOR NOTICE BOARD	KORES	
14	GUM (Camel)	PER 300 ML	
15	FEVISTIC MEDIUM SIZE	Rs.40/-	
16	WORLD POLITICAL MAP	PER 100 PC	
17	INDIA POLITICAL MAP	PER 100 PC	
18	GRAPH PAPER	PER 100 PC	
19	PLASTIC SCALE 12" (BROAD)	FABER-CASTELL	
20	JETTER PEN PER PC	REYNOLD	
21	STAPLER PIN SMALL	PER 10 PKT	
22	STAPLER PIN BIG	PER 10 PKT	
23	WHITE BOARD BLACK MARKER PEN	KORES	
24	PERMANENT MARKER DIFFERENT COLOUR	KORES	
25	PERMANENT CD MARKER DIFFERENT COLOUR	LUXOR	
26	FILE (FOUR FOLDER)	GOOD QUALITY	
27	CLOTH DUSTER	GOOD QUALITY	
28	COBRA FILE (FLATE FILE)	MASTER UTILITY	
29	SEALING WAX PER BOX	GOOD QUALITY	
30	RUBBER BAND (BIG)PER KG	GOOD QUALITY	
31	REGISTER 10 NO	NAVNEET	
32	REGISTER 12 NO	NAVNEET	
33	REGISTER 16 NO	NAVNEET	
34	REGISTER 20 NO	NAVNEET	
35	WHITE CHALK DUST LESS	PER 24 PKT	
36	COLOR CHALK DUST LESS	PER 16 PKT	
37	SCISSOR	CAMLIN-KOKUYO	
38	CHART PAER	PER 20 PC	
39	EXAM THERAD	PER ROLL	
40	FOLDER FILE	ORCHID	
41	TAG 30CM	PER 100 PC	
42	TAG 15CM	PER 100 PC	

43	WHITE BOARD DUSTER	ODDY	
44	Gloss Inkjet ID Photo Paper	KLIK	
45	ARCH FILE	PER PC	
46	XEROX COPIER -A4 SIZE - 75GSM	JK PAPER	
47	XEROX COPIER -A4 SIZE - 70GSM	JK PAPER	
48	XEROX COPIER -A3 SIZE - 75GSM	JK PAPER	
49	Paper Flags,200 sheet,size 25X75 mm	ODDY	
50	FEVICOL 500 GM	PER 500 GM	
51	DOUBLE TAPE MEDIUM SIZE	PER PC	
52	COLOR CHART PAPER	PER 100 PC	
53	SHORTEN RIBBON	PER 100 PC	
54	BALOON	PER	
55	RANGOLI	PER KG	
56	A4 COLOR CHART PAPER	PER 100 PC	
57	FLY LEAF	PER 100 PC	
58	THERMOCOLL(1 INCH)	PER PC	
59	Foam Sheet	PER PC	
60	PORTABLE AND STUDY EASEL 12 INCH	PER PC	
61	SKETCH PEN(12 COLOR)	PER PKT	
62	GLITER PEN	PER PKT	
63	ASIAN PANT COLOR(WALL)	PER LTR	
64	ASIAN PANT COLOR(MATEL)	PER LTR	
65	CRAFT PAPER	PER 100 PC	
66	ENVELOP BROWN	PER 100 PC	
67	A4 ENVELOP	PER 100 PC	
68	BLEACHING POWDER	Per kg	
69	WHITE PHENYL	PER LTR	
70	BLACK PHENYL	PER LTR	
71	COCONUT BROOM	PER PC	
72	PHOOL JHADU	PER PC	
73	ACID	PER LTR	
74	TOILET BRUSH	PER PC	
75	FLOOR WIPPER	PER PC	
76	NEEM PHENYL	PER LTR	
77	HARPIC	PER LTR	

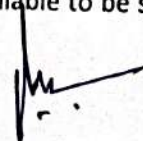
GST NO.	
DEMAND DRAFT NO.	
DATE	
NAME OF BANK/BRANCH	
BRANCH CODE	
AMOUNT	
MOBILE NO	

Sign. Of tenderer

(Handwritten signature)

TERMS AND CONDITIONS.

1. Sealed tender for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of Ekalavya Model Residential School, Laing on or before
by **post/by hand**.it should contain two envelopes one for Technical Bid documents and other for Financial Bid documents. Both the envelopes should be kept under Big envelop with all details of party submitting the tender. The tender should be sent under strong sealed cover marked as "TENDER FOR THE SUPPLY OF _____" and not by the name. The tender will be opened in the Office of the **Principal,EMRS,Laing.**
2. The tender should be submitted according to the terms and conditions specified in paragraphs 3 to 23, unless specified in otherwise in the Tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The Rate should be **F.O.R. School** and should include **excise Duty, Sales Tax, and any other taxes, or imposition whatever liable in respect of the supplies. The Ekalavya Model Residential School shall not pay freight etc.**
4. There should not be any **overwriting, corrections** in the Tender. If figures are to be amended, it should be neatly scored out and then revised figure should be written above and the same should be attested with full signature and date. In the absence of the attested signature the tender is liable to be rejected.
5. The undersigned doesn't bind him to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e., with respect to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he/she may decide.
6. On acceptance of the tender it will become a contract and the contractor shall be bound by the terms and conditions of the tender and the provision of G.F.R.
7. The tenderer should submit his/her tender form along with Earnest money amounting Rs _____/- (Rupees _____) only in the form of Bank Draft In favour of the **Ekalavya Model Residential School,Laing, Payable at SBI,Kansbahal Branch** which will be refunded in the event of rejection of the tender. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the tender being accepted the earnest money will be adjusted towards security deposit which shall be at the rate of 10% of the total amount of the articles. If the contractor is not agreeable to pay security deposit the reasons thereof should be specified and the undersigned reserves the right to accept or reject the request.
8. If the contractor fails to supply the articles within the stipulated time in the letter of acceptance by the undersigned , the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person or firm and the difference of excess amount, if any, shall be deducted from the security money deposit and in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
10. Prior to acceptance of the tender, the undersigned reserves the right to call and verify the samples or demonstration and the contractor shall be liable to supply the sample or give the demonstration on free of cost.
11. The rate quoted by the contractor shall hold good up to **31st March 2027** and will be extended as per school requirement or next tender whichever is earlier. No amount amendment in the rate during the period of supplies will be accepted. For the branded item, if there would be some free gift schemes, marked on the packing, the same would be liable to be supplied with the articles on free of cost also and also shown in the bill.



12. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered for would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
13. The contractor shall be required to fix a metal labile on the furniture supplied by him giving his name and year of manufacture.
14. The Amount of Security Deposit shall be retained by the school for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within the period.
15. In no case the payment will be made above maximum retail price (MRP).
16. School is not binding upon to place supply orders for all the listed items in the tender specifications. The supply orders will be placed to the approved parties as per the actual need of the institution during the valid period of tender and according to the budgetary provisions. The tenderer/party will not have any claim on this for non-procurement of items if any out of the approved items.
17. Tender who does not comply with the above conditions are liable to be rejected.
18. The sealed tender should *invariably* contain-
 - a. Tender paper cost of Rs 200/- in shape of Bank draft
 - b. Copy of GSTIN no. of concerned firm.
 - c. Earnest Money.
 - d. Lowest rate as well as term of supply if any.
 - e. In case of Authorized Dealers, Authorization letters from the manufacture/supplier.
 - f. Signature of the authorized persons on all pages with date.
 - g. Prescribed undertaking by the supplier with signature of the proprietor along with two witnesses.
 - h. Copy of last quarter (January 2026 to March 2026) GST return filling
 - i. Copy of PAN Card.
 - j. Copy of Trade licenses of concerned firm.
19. Terms and conditions of tender paper must be submitted with the leased tender duly signed by the proprietor with seal in every page.
20. The samples for all the items are to be submitted before the Purchase Advisory Committee at the time of finalization of tenders.
21. Committee will verify the samples as well as rates and decide the same according to requirement and budgetary provision of the school.
22. Disputes if any relating to tender matters are subject to the jurisdiction of Sundargarh only.
23. For Vegetable, non -Veg and Grocery the tender parties must have Shop/firm of their own.
24. First the technical bid envelop will be opened, the vender satisfying the term and conditions for that only financial bid will be opened.
25. Till the shifting of EMRS Lathikata from EMRS Laing the tender party will supply items/goods for both EMRS. In case of shifting of EMRS Lathikata, Principal will have right to continue with same tender party or may recall for new tender.


PRINCIPAL

N.B:- This tender terms and condition paper must be deposited along with the tender documents.

UNDERTAKING BY THE SUPPLIER.

WE M/S _____

Agree fully with the terms and conditions specified in Paragraph No: 1 to 23 and enclose the rates of Items as per the list and specifications given by the Principal, Ekalavya Model Residential School, Laing District: Sundargarh, Orissa in printed letters Head or Form of the Firm.

Signature: _____

Name of the proprietor _____

Seal of the Firm with: _____

1.WITNESS;

Signature: _____

Name: _____

Address: _____

Date: _____

2.WITNESS;

Signature: _____

Name: _____

Address: _____

Date: _____

